

A. Public Advertisement for Bids:

1. **Designer is responsible for placing an advertisement for bids** in the "Legal" classification of appropriate newspapers, when advertising is required. If the Maximum Allowable Construction Cost exceeds \$50,000, an Advertisement for Bids shall be published normally once approximately four (4) weeks prior to the bid date in at least one newspaper having circulation in the area. The advertisement shall normally run on a Wednesday. Use the text of the Project Manual *Advertisement for Bids*.
2. **Send the publisher's bill** and affidavit of publication for advertising directly to the Office of Business & Finance (See page 1.03), unless otherwise instructed by RPA.

B. Document Distribution:

1. **Provide two (2) complete sets directly to RPA Bidding Administrator** as soon as Bidding Documents are available, in addition to any other sets provided to the Owner. Include an additional set for each if project includes a Scheduling Agent and/or Commissioning Agent.
2. **Provide Bidding Documents to approved plan houses** (See page 4.05) Also, the State of Tennessee Governors Office of Diversity Business Enterprise (GoDBE) provides similar "plan room" type services, and a representative may be in contact to request information about the project and a Bid Document set. If contacted, cooperate fully with their requests.
3. **Provide "Bidders of Record" a Bid Pack** consisting of a complete set of Bidding Documents, a Bid Form identical to that in the Project Manual, and Bid Envelope, in accordance with Project Manual *Instructions to Bidders* - paragraph 1.1.

C. Information Available to Bidders:

1. *Information Available to Bidders* consists of information outside of the Bidding and Contract Documents which is available for review by prospective bidders, such as preliminary scheduling data, geotechnical data, and the like.
2. Reference in Project Manual:
 - a. Such information should not be released unless it is identified in the Bidding Requirements of the Project Manual, as described on page 4.06.
 - b. When such information exists but the Project Manual does not include the appropriate acknowledgment, add these to the Bidding Documents by addendum prior to entertaining any requests by bidders to see such information.
3. **Procedure for dissemination:**
 - a. By prior arrangement with the Owner, information may be available for inspection by appointment, it may be disseminated free of charge in Bid Packs or on request, or copies may be sold at cost.
 - b. It is not necessary to obtain signed waiver forms. A waiver has been included in the Bid Form.
 - c. Limit conversations with bidders requesting to see such information to the business of providing and identifying the information. Do not interpret the information, as such may confer special knowledge and be contrary to the competitive process.

